

# ✓ How to Create Your Student Profile in CHRTAS

Civilian Human Resource Training Application System - CHRTAS

**Student Functions**

- Create/Update Student Profile
- Prepare Application
- Review / Edit Applications
- Resend Approval Request Email
- Create / Edit Travel Worksheets
- Request Disability Accommodations
- Request Cancellation
- Logoff

**Adjunct Faculty Functions**

- Adjunct Faculty Profile

**Supervisor Functions**

- Supervisor Review/Approval


**Help**

- How To
- Contact Help Desk
- School Information
- CHRTAS Bulletin Board

**Links**

- Privacy and Security Statement
- Other Useful Links

To begin, click **Create/Update Student Profile**.



Please sign in below:

**Social Security**

**Date of birth**

Please select your category

- Army
- Air Force
- Navy
- Marine Corps
- 4th Estate Civilian Employee
- DOD Contractor
- Non-DOD Contractor
- Non-Dod Civilian

Logon!

Next, select your category using this drop-down menu.

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Please sign in below:

Please select your category ▼

**Sign In Options**

☐ CAC   ☐ AKO User ID   ☐ SSN and DOB

[What is CAC?](#)

[What is AKO?](#)

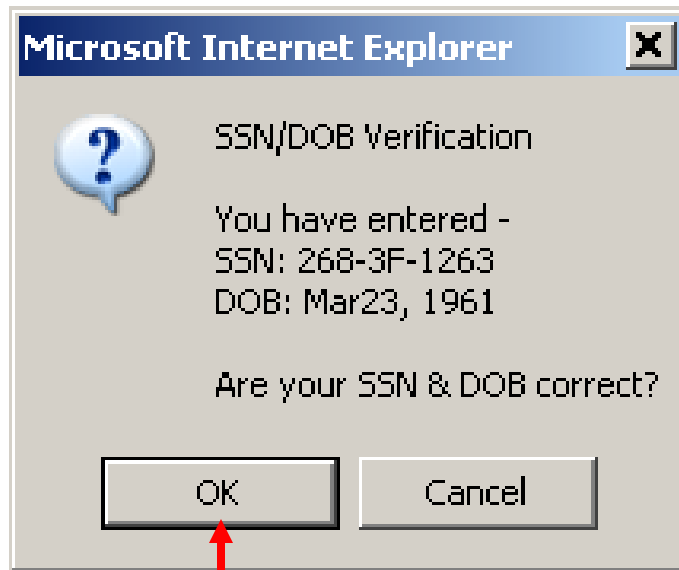
Attention Local National employees: Use your SSN (FIN) and Date of Birth to log in to CHRTAS. Do not use your CAC card.

**ONLY US employees can log in with their CAC, AKO account or SSN and DOB.**

**Are you a German national** married to an American Citizen? You **must** use your Employee Contract Number (ECN), i.e. **1234F5678, instead of you SSN.**


If you are a local national you CANNOT log in to CHTRAS with your CAC or AKO account. Please use SSN and DOB option. You **MUST** insert your LN Employee Contract Number (ECN), i.e. 1234F5678. Are This website instructs you how to look up your ECN in the automated civilian database:

[http://cpolrhp.belvoir.army.mil/eur/dcpds/LN\\_GE\\_ECN\\_Location.doc](http://cpolrhp.belvoir.army.mil/eur/dcpds/LN_GE_ECN_Location.doc)



Is your SSN or ECN and Date of Birth (DOB) correct? If so, click ok

Civilian Human Resource Training Application System - CHRTAS



4/26/2004

CHRTAS Application System

Welcome to the Civilian Human Resource Training Application System (CHRTAS)

Component is re-displayed.  
Click **Continue**.

the organization

Army

Selecting the wrong organization may adversely affect your application(s) for training. If your selection is incorrect, Press the 'Go Back' button to correct your selection.

To continue, press the 'Continue' button below:

<< Go Back

Continue >>

Click **Create/Update Student Profile**.

Civilian Human Resource Training Application System - CHRTAS

Student Functions

Create/Update Student Profile

Prepare Application

Course Search

Review / Edit Applications

Resend Approval Request Email

Create / Edit Travel Worksheets

Request Cancellation

Logoff

Adjunct Faculty Functions

Adjunct Faculty Profile

Supervisor Functions

Supervisor Review/Approval

Help


How To

Student Tutorial (MS PowerPoint .98MB)

Contact Help Desk

Links

Privacy and Security Statement



Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network data (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized use, and to ensure the integrity of the system.

**Verify/Enter CHTAS Information**

**CHRTAS Info:**

SSN: 1234F9873 Last Name:  First Name:  MI:

Gender:  Date of Birth:

Home Street:  City:  State:  ZIP:  -

Disabilities:  Special Requirements:

Preferred Name for Name Tag:  Intern:

Are you a Local National? (LN):  Are you Non-Appropriated Funded? (NAF):

Will ACTEDS funds be used for your travel and/or per diem?

FOR **MILITARY** MEMBERS: Select Rank

Rank:

Officer Branch:

FOR **CIVILIAN** EMPLOYEES: Select an entry for your Pay Plan, Job Series, and Pay Grade, e.g., GS-0334-13  
FOR **CONTRACTORS**: Select CI as your Pay Plan, OCON as your Job Series and 11 as your Pay Grade.

Pay Plan:  Job Series:  [Click on hyperlink for table] Pay Grade:

**Emergency POC Contact Info:**

Last Name:  First Name:  MI:

Phone:  -  -

**CHRTAS Profile Contact Info:**

Office Symbol:

Major Command (MACOM):

Installation:

Organization Address:  City:  State:  ZIP:  -

Country:

Phone:  -  -

DSN:  -  Fax:  -  -

Are you a supervisor?  (If so, please complete the items below)

▶ How many employees do you supervise?

▶ Length of time in current position?  year(s)  month(s)

▶ Total length of time in a supervisory position?  year(s)  month(s)

**Important!** Since CHTAS uses email to notify students, ensure you enter your correct email address.  
If it is not entered correctly, you will not be informed about your enrollment.

Email:

**Nominating Supervisor's Contact Info:**

Name:  Phone:  -  -  DSN:

**Important!** Please ensure you enter your nominating supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.

Email:

**Approving Supervisor's Contact Info (Optional):**

**Note:** CHTAS allows for either one or two Supervisors in the Training Approval Process. Follow your local policy when identifying appropriate

**Important!** If your Nominating Supervisor and Approving Supervisor are the same person or you only have one supervisor, just complete the one and leave the other blank.

Email:

**CREATE/UPDATE CHTAS RECORD**

**HOME STREET ADDRESS:**  
Use your official military organization address.

Enter requested information. Use TAB to move from block to block.

All LN employees  
Pay Plan click on F  
Pay Grade click on FC

Use drop-down menu to choose your series.

Use your military email address.

Is the email address of your supervisor correct? The application will be automatically sent to your supervisor for approval.

Last Step: Click **Create/Update CHTAS Record**.